



MEMORANDUM

TO: Mayor and Council

FROM: Shawn Willett, Deputy Procurement Officer *SW*

DATE: December 16, 2019

SUBJECT: New No-Lobbying Report

The purpose of this memorandum is to notify you of the creation of a new No-Lobbying Report. For the last several years, the No-Lobbying reports have been generated weekly, converted to .PDF format and published in the City's austintexas.gov website. The new No-Lobbying Report is automated and will be viewable within the City's financial services website, Austin Finance Online. Instead of weekly, the new report will be updated in near real-time and will be viewable on mobile devices. A big change in the new report is the listing of respondent names, including legal names and Doing Business As (D/B/A) names. Last, all contents in the report will be sortable and searchable. The new No-Lobby Report is now available online at: https://austintexas.gov/financeonline/account_services/solicitation/nolobby.cfm.

The report contents have also been streamlined, now consisting of three chronological sections:

1. **Open Solicitations.** The Open Solicitations section contains a list of solicitations where the due date has not yet passed. City officials and employees should exercise caution when discussing these solicitations with anyone as the respondents to the solicitation are unknown at this point.
2. **Recently Closed Solicitations.** The Recently Closed Solicitations section contains a list of solicitations where the due date has passed, and responses have been received. This list is a temporary location for closed solicitations until the names of all respondents have been input into the system. To find the names of the respondents while a solicitation is on this temporary list, visitors can click on the solicitation's link, scroll to the attachments section and look in any document titled "tabulation" or "responses".
3. **Closed Solicitations with Respondents.** Lastly, the Closed Solicitation with Respondents section contains a list of solicitations where the due date has passed, with the names of all respondents to each solicitation. This section of the report displays the respondent's legal names as well as any D/B/A names they included when registering as a vendor with the City.

We believe the new report is a positive improvement and will allow for easier access to information regarding solicitations and respondents subject to the City's Anti-Lobbying Ordinance. If you have any questions on this new report, please contact me at shawn.willett@austintexas.gov or (512) 974-2021.

cc: Spencer Cronk, City Manager
Nuria Rivera-Vandermyde, Deputy City Manager
Elaine Hart, Chief Financial Officer
Greg Canally, Deputy Chief Financial Officer
James Scarboro, Purchasing Officer